



# City of Tempe

## ASSISTANT CITY CLERK

### JOB CLASSIFICATION INFORMATION

|  |            |                                 |                   |
|--|------------|---------------------------------|-------------------|
| <i>Job Code:</i>                       | 482        | <i>FLSA Status:</i>             | Exempt            |
| <i>Department / Division:</i>          | City Clerk | <i>Salary / Hourly Minimum:</i> | \$78,386          |
| <i>Supervision Level:</i>              | Supervisor | <i>Salary / Hourly Maximum:</i> | \$105,821         |
| <i>Employee Group:</i>                 | CSU        | <i>State Retirement Group:</i>  | ASRS              |
| <i>Status:</i>                         | Classified | <i>Market Group:</i>            | Deputy City Clerk |
| <i>Safety Sensitive / Drug Screen:</i> | No         | <i>EEO4 Group:</i>              | Professional      |
| <i>Physical:</i>                       | No         |                                 |                   |

### REPORTING RELATIONSHIPS

Receives direction from the City Clerk and/or management staff.

May exercise direct supervision or functional / technical direction over support staff.

### MINIMUM QUALIFICATIONS

|                                 |  |
|---------------------------------|--|
| <i>Experience:</i>              | Two years of administrative or program management experience in a federal, state, county or municipal office setting.  |
| <i>Education:</i>               | Equivalent to a Bachelor's degree from an accredited college or university in business or public administration or a degree related to the core functions of this position. <i>Municipal Clerks Certification may be substituted for two years of the education requirement.</i>   |
| <i>License / Certification:</i> | <ul style="list-style-type: none"><li>• Possession of, or required to obtain within four years of hire date, a Certified Municipal Clerk certification and become a State of Arizona Certified Elections Officer.</li><li>• Possession of, or required to obtain within six months of hire date, an Arizona Notary Public license.</li></ul> |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of responsible professional level duties involved in records management systems, election coordination, agendas and minutes, programs, policies, procedures and practices of the City; to provide oversight of office staff, complex professional level staff assistance to departments/division managers and city staff; and to assist with other City Clerk's office duties as assigned.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in the development, implementation and internal training of staff in support of the Division's goals, objectives, policies, procedures, and work standards.
- Work with staff, the general public, and elected officials providing a high level of administrative and technical support.
- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Assist with the compilation of agenda items for City Council meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official Minutes, notices of claims and other public records; liaison for the codification process.
- Prepare and publish legal and public notices in coordination with City departments.
- In the absence of the Deputy City Clerk, perform the Deputy City Clerk duties, such as attend meetings, write agenda reports, take minutes, and supervise the Division staff.
- Assist the City Clerk's Office in the administration and conduct of municipal elections.
- Monitor workflow, plan, organize, direct Division staff, and service levels as assigned.
- Certify and record City documents.
- Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- Provide support to Council, Commission or Subcommittee, if assigned.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours;
- Other physical attributes essential to the classification.

## COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
|----------------------|----------|--------------|
|----------------------|----------|--------------|

|  |               |  |
|--|---------------|--|
| Foundational   | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory  | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory  | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager  | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director  | In Addition > | Entrepreneurship and Networking  |
| Director   | In Addition > | Organizational Vision  |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |  |

## JOB DESCRIPTION HISTORY

*Effective October 2011*

*Revised September 2013*

*Revised July 2019 (Revised min quals, essential job functions, and job duties)*